



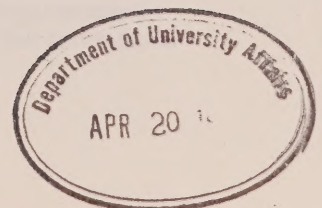
ONTARIO DEPARTMENT OF EDUCATION

MANUAL FOR THE ONTARIO SCHOOL RECORD SYSTEM 1965 EDITION

MANUAL
for the
ONTARIO SCHOOL RECORD SYSTEM
1965 EDITION

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This manual contains technical information regarding the gathering, recording, and maintenance of data about students, This is a co-operative effort involving the students, their parents, and school personnel, all of whom should understand and fulfil their particular responsibilities. The time and care required to do this are justified only when the data are used to understand the individual student, to help him to utilize his strengths and to remove his weaknesses and, in general, to provide better learning experiences for the student. The wise utilization and the professional interpretation of these data are absolute necessities when decisions about the student's immediate and future education and subsequent career are being made.

In 1950, the Ontario School Record System was introduced into the schools on a voluntary basis and more or less as a record for guidance purposes. In accordance with Departmental policy to keep the records functional, revisions were made to the system in 1955 and 1960. Because the need for this continuous, uniform, transferable record was accepted on a voluntary basis by the vast majority of the schools by 1959, the Department made the OSR1 and OSR2 virtually compulsory in all schools in the Province. Thus when the Committee, set up in 1965 by the Minister of Education, first met, it recognized that the records had changed from being primarily Guidance records to being also official school records. The Committee was composed of representatives of the Ontario Secondary School Headmasters' Association, Ontario Secondary School Superintendents' Association, as well as Departmental representatives of the Elementary, Secondary and Special Services Branches who were acquainted with all types of schools and school systems throughout the Province. Between 1960 and 1965, teachers, principals, inspectors and school secretaries had submitted suggestions regarding changes in the forms. These were all considered by the Committee. In addition, representatives from companies specializing in electronic data processing equipment and recording devices as well as from the Department of Educational Research and the Guidance Centre of the Ontario College of Education met with the Committee as consultants at various times. Members of the Departmental Committee have discussed various aspects of the record system with principals, teachers, Departmental officials, etc. and are grateful for suggestions and recommendations from them.

At the first meeting of the Committee, consideration of the following basic principles of a record system were established:

- (a) The need for a comprehensive personnel record is essential.
- (b) The record system should be continuous from Kindergarten to Grade 13.
- (c) The records should be transferable whenever a student transfers from an elementary school to another elementary school, from elementary to secondary, and from a secondary to another secondary school which is under public administration in Ontario.
- (d) Because the time required of the secretarial and the administrative staff to copy transferable information is increasing, the development of a record that is adaptable to photocopying and/or microfilming is desirable.
- (e) The records should be as simple as possible, eliminating duplication wherever necessary and adaptable to receiving entries made by hand as well as by automated devices. The Department of Education has made arrangements with the Ontario Institute for Studies in Education for the results of SATO and the Grade 11, 12 and 13 Departmental Tests to be returned to the schools on gummed labels for immediate transfer to the permanent records.

(f) The records must serve the needs of the principal, vice-principal,

guidance counsellors, teachers, and school secretaries. A basic principle of record keeping is to have all the information about a student in one place for both current and permanent needs.

(g) All files holding student records should be equipped with locks. They should be placed in a location which provides maximum security for confidential information.

II ELEMENTARY SCHOOL FORMS

Ontario School Record Folder 1 (OSR-1)

As the child progresses from grade to grade in the elementary school, the developmental patterns of achievement, attitudes, skills, growth, aptitudes, etc. are studied and recorded. These notations enable the teacher to become acquainted more quickly with the individual members of the class. Professional use of this information that has been accurately reported on the records should result in better pupil-teacher relations and should lead directly to the improvement of instruction. Valuable assistance is provided through the recorded information in the understanding of behaviour and in reaching decisions at various critical levels of his development.

The facsimile of a complete OSR-1 provides suggestions for completing the various sections. Teachers and principals have shown a professional discernment in the type of information they have recorded on the folders and in the use made of the information.

The following suggestions are made regarding the entering of certain technical information.

Section A

It is the principal's duty to require verification of the Date of Birth upon the child's first entry to school. This should be recorded in a manner that will be understood and accepted by all other persons authorized to use the record.

Section F

Under "Standardized Tests" subsection "Name of Test", care should be taken in using abbreviations that will be clearly understood by the other persons using the records several years later. When it is obvious to the teacher that a test result is lower than the capability of the student, an alternate form of the test should be administered and only the higher result recorded. If this is not possible, a notation by the teacher that the result is lower than expected should be recorded.

Learning capacity (intelligence) test scores should be entered as code letters rather than as numbers. The following table shows letter equivalents for numerical scores.

A means I. Q. over 120	C- means I. Q. 90 to 96
B means I. Q. 111 to 120	D means I. Q. 80 to 89
C+ means I. Q. 104 to 110	E means I. Q. under 80
C means I. Q. 97 to 103	

Section G

The quality of the comments in Section G has continued to show improvement over the past five years. The following questions might be used by teachers and supervisors as criteria for appraising the comments.

1. Do the comments indicate how the student developed academically, socially, emotionally, morally, physically; attempts made to help him develop; the relative success of the methods used; and possible courses of action that could still be taken?
2. Are they constructive rather than critical?
3. If they were seen by the parent, would they unnecessarily involve the teacher or the school in any unfortunate way?
4. Are they written in a kindly, understanding manner giving the child the benefit of any doubt?
5. How might the next teacher or principal interpret them?
6. Are they free from unprofessional and unjustified biases and prejudices of the teacher?
7. Has information obtained in confidence been respected?
8. Will these comments help the next teacher to understand the child better?
9. How would the teacher regard these remarks two, five, or ten years from now?
10. Are the entries dated and signed by the teacher?

Section H and I - Special Talents and Interests When a check mark has been made in Section H indicating that a person has outstanding talent or interest in a specific area, some reason should be placed in Section I along with the teacher's name and the date.

Section J - Interviews This section is intended only for interviews involving confidential information. Hence, an entry in this section will indicate to anyone using the record that the person designated "Interviewer" possesses some confidential information which is not recorded. This system serves as a protection for both the "Person Interviewed" and the "Interviewer" because the latter may reveal orally only whatever information he considers necessary and ethical under a special situation.

Section K - Health This section is not intended to be the Health Record of the pupil but merely a summary of recommendations regarding his handicaps, if any. It should be completed in layman's terms by the teacher in consultation with the nurse or health official.

ONTARIO SCHOOL OFFICE RECORD - 1 (OSOR-1)

This 5" x 8" card should serve a dual purpose. It should be kept in the principal's office for ready reference while the pupil is enrolled in the school. When a pupil transfers to a secondary school, to another elementary school, or when he retires from school, appropriate sections should be completed on the OSOR-1 which should then be placed in the permanent file. An OSOR-1 will thus be kept permanently in each elementary school a pupil ever attended. An OSOR-1 should never be transferred to another school even within the same municipality.

III

SECONDARY SCHOOL FORMS

Ontario School Record Folder - 2(OSR-2)

This is the official cumulative record folder designed for Grades 9 to 13 of the secondary school. It follows the student from school to school and remains in the last secondary school attended. The OSR-1 should be filed inside the OSR-2. The instructions for making entries on the OSR-2 are basically the same as those for the OSR-1.

The OSR Student Information Form

This completed form contains basic information required by the school. Much of the information could be transferred to the OSR-2 but in practice this has not been done due to the lack of secretarial time. Some of the questions and answers are of a transitory nature albeit important and used by counsellors during the annual interview. The form is often used as a registration form each year and a method of keeping basic information up-to-date.

It is recommended that this be completed annually and the current one stapled on top of the other Student Information Forms.

Before the students are asked to complete the form they should be instructed regarding the importance and use of the information as well as the confidential nature of the records. They should also be informed that they may omit any question if they prefer not to answer it.

ONTARIO SCHOOL PERMANENT RECORD -2 (OSPR-2)

In 1965 there were added to the system four forms designed for the following students:

1. OSPR-2 4AS, 5AS, 5BC, 5STT for students in the four-year Arts and Science Program and for all students in the three five-year Programs.
2. OSPR-2 4BC for students in the four-year Business and Commerce Program.
3. OSPR-2 4STT for students in the four-year Science, Technology, and Trades Program.
4. OSPR-2 Special for students in the Two-Year or Occupational Programs

These 8-1/2" x 11" cards are designed as inserts in the OSR-2 folder. They contain information of a permanent and transferable nature and are completed as the student progresses through the secondary school.

Schools are required to transmit to institutions of further education information regarding marks, test results, dates of entry and retirement, etc. The OSPR's were designed for use with photocopying equipment, thereby saving many hours of secretarial and administrative time and also eliminating the error of transcription always present when this is done manually. Entries should be made with black ink or materials that will take reproduction by any type of photocopying machine.

When the student retires from secondary school, some sections of the OSPR-2 will be completed and the OSR with inserts will be filed for reference. After from three to ten years, at the discretion of the principal, pertinent information will be transferred to the OSPR-2 and all other records, letters, etc. about the student destroyed. The OSPR-2 thus becomes the only official record remaining in the school.

It is hoped that this card will serve the many needs for using marks and will eliminate the necessity of duplication of effort in this regard. The spaces provided for SATO, Grade 11 and 12 Departmentals, and the Grade 13 Departmentals have been made in consultation with the Ontario Institute for Studies in Education. Limitations regarding the size of gummed labels have been considered in developing the form; placing them on the OSPR-2 in the space provided will require skilful care on the part of the secretaries.

Technical Considerations of the OSPR-2

The facsimile of the OSPR-2 provides many suggestions for acceptable methods of completing this form. A few technical considerations may need further explanations to insure uniform types of entries. Under Rank/Grade, a grade is defined as all students in any one Branch taking the same Program at one grade level, e.g. 17/83 would mean that this student stood 17th among the 83 students of the five-year program of the Arts and Science Branch in Grade 11.

Section O Certificates

The certificate must be one of those listed in "Requirements for Diplomas and Statements of Standing" (H.S.1). At the time of entering the name of the certificate, the number of the Classification according to the Pupil Retirement Form for the current year may be entered in brackets.

Section S Retirement

At the time of entering the information regarding the Retirement of the student from secondary school, the number of the classification according to the Pupil Retirement Form for the current year may be entered in brackets.

Ontario School Office Record-2 (OSOR-2)

Many schools have adopted this card for current and permanent use and may continue to do so. They will continue to be printed as long as there is a demand for them.

IV

TRANSFER OF STUDENT RECORDS

When a student transfers to another elementary school or to a secondary school, the OSR-1 will be forwarded as soon as possible to the receiving school. See page 7 for sample letter that may be used under these conditions.

When a student transfers to another secondary school, the OSOR-2 or a duplicate OSPR-2 will be completed and kept in the Permanent files. The OSR-1, OSR-2, OSPR-2 and all other materials will be forwarded to the receiving school.

Many schools have prepared a mimeographed form, similar to the sample shown below, which serves as a letter of introduction and aids in placing the student in the correct grade with the same options he had been taking. A section of this form requesting the student's OSR folders is completed by the receiving school and returned to the former school. On receiving this request, the former school makes appropriate entries on its permanent office record (OSOR-1 OSOR-2 or makes a duplicate OSPR-2) and transfers by First Class mail the student's completed cumulative record folder(s) to the receiving school. Under no circumstances should the cumulative record folder be handed to the pupil to take to his new school.

The Committee recommended and the Department of Education approved the following change in policy regarding the transfer of records to private schools:

" Records may be transferred, on request of the principal, to any inspected private school which offers courses leading to the Ontario Secondary School Graduation Diploma and which would provide assurance that (1) the same procedure for use, maintenance, protection, and transfer of records as recommended for schools under public administration be followed, and (2) the principal accept the responsibility for following the procedures as outlined in the manual authorized for use with the OSR system."*

* see page 8 for form that will be used by private schools.

The bulk of material being forwarded from some elementary schools to secondary schools has been considerable and eventually becomes a storage problem. When a student transfers it is desirable that the information on loose papers, test booklets, reading cards, etc. be transferred to appropriate sections of the OSR folder and that, except in unusual circumstances, only the OSR folder be forwarded.

STUDENT TRANSFER FORM

Name of School _____ Date _____

Address _____

This is to certify that _____ has been enrolled

in this school in _____

Program

Branch

Grade

Class

taking the following options _____

He leaves in good standing. The Ontario School Records will be forwarded upon receipt of the request form below.

PrincipalREQUEST FOR ONTARIO SCHOOL RECORDS

Date _____

This is to inform you that _____ was admitted to

this school on (date) _____ Please forward

the Ontario School Records and other information in his file.

Principal_____
School_____
Address

REQUEST FOR ONTARIO SCHOOL RECORDS FROM A PRIVATE SCHOOL

Please forward the Ontario School Records as soon as possible for

_____ who has enrolled at
 Surname First Second

_____ Address
 Name of School

This school offers courses leading to the Ontario Secondary School Graduation Diploma and is inspected by Officials of the Department of Education.

I hereby agree to accept responsibility for the records and to use, maintain, protect and transfer the records following the procedures outlined in the manual authorized for use with the OSR system.

 Principal

REVISIONS OF OSR SYSTEM

In order to keep the OSR system functional and recognizing the changes in curricula and in recording-devices likely to come, it is the intention of the Department of Education to have a standing Committee meet at regular intervals to consider revisions. Suggestions for improvements to the system and the forms are always welcome and may be forwarded at any time to the Assistant Deputy Minister of Education - Instruction, Ontario Department of Education, Toronto, Ontario.

DEPARTMENT OF EDUCATION CERTIFICATES

P. SUMMARY

YEAR GRANTED		PROGRAM		INTERMEDIATE CERTIFICATE															
YEAR GRANTED		PROGRAM		SECONDARY SCHOOL GRADUATION DIPLOMA															
YEAR GRANTED		PROGRAM		OPTIONS												MUSIC			
1965		FIVE-YEAR ARTS-SCIENCE		MATH. SCIENCE LATIN FRENCH															
YEAR GRANTED		PROGRAM		SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA (01)															
1965		PROGRAM		SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA (01)															
Q. GRADE 13		SCHOOL SUBJECT RECORD																DEPARTMENTAL EXAM. RECORD	
SUBJECTS		YEAR: 1964-65		YEAR:		YEAR:		YEAR:		YEAR:		YEAR:		YEAR:		YEAR:			
ENGLISH COMPOSITION		65 65 58								76									
ENGLISH-EXPERIENCE																			
HISTORY																			
ALGEBRA		81 85 83								82									
GEOMETRY		78 85 88								85									
TRIGONOMETRY & STATICS		85 88 85								84									
BOTANY																			
ZOOLOGY																			
PHYSICS		76 86 87								84									
CHEMISTRY		85 84 89								89									
LATIN AUTHORS																			
LATIN COMPOSITION																			
FRENCH AUTHORS																			
FRENCH COMPOSITION		67 71 78								80									
GERMAN AUTHORS																			
GERMAN COMPOSITION																			
SPANISH AUTHORS																			
SPANISH COMPOSITION																			
MUSIC		GRADE 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426,																	

JUNE 1966. COUNSELLORS' REPORTS AND TEACHERS' COMMENTS INDICATE A STEADY IMPROVEMENT THROUGHOUT HIS SCHOOL CAREER. THIS APPLIES TO PERSONAL QUALITIES AS WELL AS ACADEMIC RECORD. MEASURED INTERESTS AND SCHOOL RECORD INDICATE SUITABILITY FOR CHOSEN CAREER IN SCIENCE.

L. B. Lowe

ONTARIO SCHOOL RECORD FOLDER 2 OSR-2 1962 REVISION COPYRIGHTED 1950, 1955 AND 1980. ALL RIGHTS RESERVED. THE GUIDANCE CENTRE, ONTARIO COLLEGE OF EDUCATION UNIVERSITY OF TORONTO	THIS RECORD FORM IS DESIGNED FOR GRADES 1-12. SUCH AS INTERVIEW REPORT FORMS, TEST SHOULD BE FILED CAREFULLY. INSERT DATES THE USE OF ONTARIO SCHOOL RECORDS CONSU
TORONTO 371 BLOOR STREET WEST ONTARIO	

T. FOLLOW-UP INFORMATION.

INSERT DATE AND SUMMARY
INFORMATION ASSEMBLED

JUNE 66 - COMPLETED FIRST YEAR WITH 'A' OR 'B' STANDING IN ALL EXAMINATIONS. ENTERING HONOUR PHYSICS

[illegible][illegible]

WILSON		RONALD		JOHN		405-167-238		MALE		FEMALE		RESIDENT		NON-RESIDENT	
SURNAME		FIRST NAME		MIDDLE NAME		NUMBER		COMPLETED GRADE 8 AT							
CANADA		12 MAR 46		BIRTH CERTIFICATE BAPTISMAL CERTIFICATE PASSPORT OTHER		UNITED		CENTRAL SENIOR, MILLTOWN							
COUNTRY OF BIRTH		DATE OF BIRTH				RELIGIOUS DENOMINATION									
STANDARDIZED TEST RESULTS															
DATE		GR		NAME OF TEST		FORM		CIRCLE APPROPRIATE CODE LETTER				INTERPRETATION AND REMARKS		ADMISSIONS	
12 OCT 60		9		DOMINION INTERMEDIATE		B		A B C C C D E						SCHOOL	
18 OCT 63		12		DOMINION ADVANCED		A		A B C C C D E						MILLTOWN D.H.S	
								A B C C C D E							
								A B C C C D E							
								A B C C C D E							
1 NOV 60		9		CAAT I (VBL), II (MATH), III (NON-VBL)				A B C C C D E				P 83; P 94; P 77			
NOV 63		12		SATO				VOC. P 82; COMPRE P 72; TOT. VBL. P 81; MATH. P 87							
SATO 1963				VOCAB COMPRE		TOT. VBL.		MATH							
STU. NO.				%ILE		%ILE		%ILE							
405-167-238				82		72		81							
2 NOV 60		9		CEAT I (READ. COMPR.)				P 75							
2 NOV 60		9		CEAT II (MECH. OF EXPRESSION)				P 87							
2 NOV 60		9		CEAT III (EFFECT OF EXPRESSION)				P 67							
9 NOV 60		9		CMAT I (ARITH. COMPUTATION)				P 84							
9 NOV 60		9		CMAT II (FACTS, TERMS, CONCEPTS)				P 98							
9 NOV 60		9		CMAT III (MEASUREMENT)				P 92							
MAY 62		10		CATE (CAN. ACH. - FRENCH)				P 69							
MAY 64		12		CATO - CAN. ALGEBRA TEST-ONTARIO				P 95							
NOV 61		10		CAN. INTEREST INVENTORY		BOY		HIGH - MUSIC APPRECIATION AND PARTICIPATION - P 83 - MATH. & SCIEN. P 90 LOW - OUTDOOR ACTIVITIES - P 15 - PHYSICAL EXERTION - P 10 HIGH - SCIENCE - P 90; MUSIC P 80 LOW - CLERICAL - P 20; PERSUASIVE - P 28						PHOTOGRAPHS	
NOV 63		12		KUDER PREFERENCE		CH									
C.		PERMANENT AND TRANSFERABLE INFORMATION RE HEALTH, FAMILY, ETC.													
Address - JUNE 1965 - 8 SOUTH PARK DR. MILLTOWN		173-1481													
		ONTARIO SCHOOL PERMANENT RECORD - 2 (OSPR-2) 1965 EDITION													
		DATE DATE													
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WILSON

SURNAME
RONALD JOHN
 FIRST NAME
405-167-238

N.	SUBJECT RECORD	4AS 5BC	4AS/5ST	1 ENGLISH	2	3	4	5 PHYSICAL EDUCATION	6 HISTORY	7 GEOGRAPHY	8 MATHEMATICS	9 ALGEBRA	10 GEOMETRY	11 LOG & STAT	12 SCIENCE	13 BIOLOGY	14 PHYSICS	15 CHEMISTRY	16 LATIN	17 FOREIGN LANGUAGES	18 MUSIC	19 BUSINESS PRACTICE	20 INDUSTRIAL ARTS	21 HOME ECONOMICS	22 AVERAGE	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	1222	1223	1224	1225	1226	1227	1228	1229	1230	1231	1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ONTARIO SCHOOL RECORD FORMS

Ontario School Record Folder 1 (OSR-1) - 1960 Revision

A cumulative folder 8" x 11-1/2" that contains the minimum of headings and spaces for an adequate school record from Kindergarten to Grade 8 and makes possible the assembling of all pertinent information in one folder.

Ontario School Office Record 1 (OSOR-1) - 1960 Revision

A permanent 5" x 8" record card kept on each student in each elementary school attended.

OSR Student Information Form

A form that is completed by the student annually to provide basic information for the secondary school.

Ontario School Record Folder 2 (OSR-2) - 1960 Revision

A cumulative folder 10" x 12" designed for Grades 9 to 13.

Ontario School Office Record 2 (OSOR-2) - 1960 Revision

A permanent 5" x 8" record card that may be kept on each student in each secondary school attended.

Ontario School Permanent Record 2 (OSPR-2) - 1965 Edition

An 8-1/2" x 11" card designed to record permanent and transferable data accumulated from Grade 9 to 13.

OSPR - 4AS, 5AS, 5BC, 5STT for students in the Four-Year Arts and Science Program and in the three Five-Year Programs.

OSPR - 4BC for students in the Four-Year Business and Commerce Program.

OSPR - 4STT for students in the Four-Year Science, Technology, and Trades Program.

OSPR - Special for students in the Two-Year or Occupational Programs.

All forms and accessories of the OSR system may be purchased from

The Guidance Centre
Ontario College of Education
371 Bloor Street West
Toronto 5, Ontario.

